

NRL SHIPPING REQUEST DOCUMENT

NRLINST 4600.1J

SHIP FROM N00173 TRANSPORTATION OFFICER NAVAL RESEARCH LABORATORY 4555 OVERLOOK AVE SW WASHINGTON DC 20375-5320	SHIP TO	DATE	CODE	DIV DOCUMENT NO.
		POC/PHONE NO. <i>(Destination Point)</i>		
PRIORITY*	MANDATORY JUSTIFICATION FOR EXPRESS/OVERNIGHT SHIPMENT <i>(Required for Priority 1 Delivery)</i>			
REQUIRED DELIVERY DATE				
JOB ORDER NUMBER	ECC CODE/INITIALS	APPROVAL <i>(Authorized Signature)</i>		CODE

LIST ALL NRL AMS NUMBERS, SERIAL NUMBERS, RMA NUMBERS, AND/OR PURCHASE ORDER NUMBERS

DESCRIPTION AND REASON FOR SHIPMENT OF MATERIAL	QUANTITY	\$ VALUE

Provide the following information for shipment being sent from NRL:

APPROXIMATE WEIGHT/NO. OF PIECES	MATERIAL LOCATION <i>(Site/Bldg/Rm)</i>	MATERIAL PICK UP REQUIRED? <div style="display: flex; justify-content: space-around;"> YES NO </div>
POC/PHONE NO.		ALTERNATE POC/PHONE NO.
DOES THIS SHIPMENT CONTAIN HAZARDOUS MATERIAL? <div style="display: flex; justify-content: space-between;"> NO YES, MSDS** IS ATTACHED. </div>		THIS SHIPMENT IS <div style="display: flex; justify-content: space-around;"> Unclassified Confidential Secret Other _____ </div>

Provide the following information for shipment returning to NRL:

WILL THIS MATERIAL BE RETURNED TO NRL? <div style="display: flex; justify-content: space-between;"> NO YES, the date material needs to be picked up is _____, and it needs to be returned to NRL by _____ (provide special instructions under REMARKS or on an attached sheet) </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> (date) (date) </div>		
POC/PHONE NO.	ALTERNATE POC/PHONE NO.	APPROXIMATE WEIGHT/NO OF PIECES
REMARKS/ADDITIONAL INFORMATION		

*PRIORITY 1 (NEXT DAY DELIVERY (Requires written justification, complete next question)); PRIORITY 2 (2-3 DAYS); PRIORITY 3 (3-5 DAYS (Routine))

**MATERIAL SAFETY DATA SHEET (MSDS) MUST BE ATTACHED WHEN SHIPPING HAZARDOUS MATERIAL (Obtain form from Code 1240 or company where material was purchased)